

HIGHLAND HIGH SCHOOL
HHS Robotics Parent Booster Club Bylaws

ARTICLE I

The name of this organization is the HHS Robotics Parent Booster Club of Gilbert, Arizona.

ARTICLE II **Articles of Organization**

The articles of organization include the bylaws of such organization.

ARTICLE III **Objectives**

1. The objectives of the HHS Robotics Parent Booster Club are developed through projects and programs, and are governed and qualified by the basic policies set forth in Article IV.
2. The objectives of the Robotics Parent Booster Club are to:
 - a. Provide outside functions and activities for the purpose of promoting fellowship and goodwill among parents and HHS Robotics Club members.
 - b. Provide funds for equipment and other needs in addition to what is provided by the district, as determined by the Booster Club.
 - c. Raise money to benefit the HHS Robotics Club.

ARTICLE IV **Basic Policies**

1. This organization shall be non-commercial, non-sectarian, and non-partisan.
2. This organization shall work with the school and administration to help provide quality training, tools, and equipment for all the participants in the HHS Robotics Club
3. This organization shall work with the school administration and all HHS Robotics Club members in an effort to:
 - a. Provide quality training and equipment for all HHS Robotics Club members.
 - b. Promote the welfare of the members of the HHS Robotics Club.
 - c. Maintain a well-informed membership regarding issues directly related to the HHS Robotics Club.
 - d. Bring a closer relationship between home and the team so that parents may be a part of the success of the student and HHS Robotics Club member.

4. This organization shall not, directly or indirectly, participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office (including publishing or distributing statements).
5. This organization may cooperate with other organizations and groups concerning the HHS Robotics Club members, but persons representing the organization in such matters shall make no commitments that will bind the organization. Sounds fine.
6. The records of this organization are open for public review. A Booster Club Book of Record will be maintained and made available upon request for public inspection. This notebook will contain:
 - a. The original bylaws, revised bylaws, and amendments to bylaws.
 - b. Minutes of all meetings.
 - c. Operating budget, approved revisions, and monthly financial reports.
 - d. Current membership enrollment list of names.

ARTICLE V **Membership and Dues**

Membership in the HHS Robotics Club Parent Booster Club shall be made available with the following terms:

1. All parents of HHS Robotics Club students and members of the HHS Robotics Club, willing to uphold the policies and subscribe to these bylaws, shall be known as an enrolled member of this organization upon:
 - a. Registration of name, email address and telephone number with the HHS Robotics Club Board.
2. Membership in this organization shall be made available without regard to race, color, creed or national origin.
3. This organization shall conduct an annual enrollment of members but may admit persons to membership at any time.
4. Only enrolled adult members of this organization shall be eligible to vote in the meetings of the Booster Club and the election of officers.

ARTICLE VI **Officers and their Election**

1. Officers of this Booster Club will consist of elected offices of:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
2. Elective officers shall be elected by and voted on by members of the HHS Parent Booster Club.
3. The term of office shall be one year. The election shall be held in the

fall and the newly elected officers shall resume office at the close of the last meeting in May. A candidate can be elected to the same office for no more than two consecutive years. After two consecutive terms, if no other person is willing to run for an office, the current officer may continue to serve for one additional year.

4. Any office, except Treasurer, may have co-officers that share the responsibility of the office. Co-nominees for the office are voted in as a team and will have one collective vote for all decisions voted on.
5. If a vacancy occurs in the office of President, the first Vice President shall assume the office of President. If a vacancy occurs in any other office, a person elected by the majority vote of the HHS Robotics Parent Booster Club members shall fill it for the unexpired term, notice of such election being given.
6. There shall be a nominating committee composed of an uneven number, no less than three members, of which one member must be an officer of the club. The nominating committee shall ensure that:
 - a. Only those members consenting to serve, if elected shall be nominated.
 - b. Those nominated are enrolled members prior to election.
 - c. Information on all of the candidates is distributed without bias and/or endorsement (campaigning is not appropriate).
7. A member must appear in person to cast a vote. The officers will determine the voting process.
8. Any officer who resigns their position must do so in writing and deliver their resignation to the Parent Booster Club President. If the President is the position resigned, then they must deliver their resignation to the Vice President.

ARTICLE VII

Duties of Officers

1. The President shall:
 - a. Preside at all meetings of the Booster Club.
 - b. Be versed and communicate the bylaws to the Booster Club.
 - c. Coordinate the work of officers of the Booster Club so that objectives and policies may be promoted.
 - d. Be one of the Board members authorized to sign the checks of the Booster Club.
2. The Vice President shall:
 - a. Act as an assistant to the President and perform the duties of the President in the absence or inability of that officer to act.
 - b. Commit to the duties of President in the event the President vacates office for any reason.
 - c. Perform other delegated duties as assigned.
3. The Secretary shall:

- a. Keep an accurate record of the proceedings of all the meetings of the Booster Club.
 - b. Distribute official minutes to the Officers.
 - c. Maintain the Booster Club book of Record.
 - d. Be prepared to refer to minutes of previous meetings.
 - e. Conduct necessary correspondence for the Booster Club in cooperation with the Officers.
 - f. Perform other delegated duties as assigned.
4. The Treasurer shall:
- a. Establish and/or maintain a checking account for Booster Club.
 - b. Have custody of all financial records and funds of the Booster Club.
 - c. Verify and be responsible for, along with another Officer, all monies received, as counted by two Officers. Each shall keep an accurate account of all monies from the event.
 - d. Keep a full and accurate account of receipts and disbursements, as authorized by the President or Booster Club as in accordance with the budget adopted by the Parent Booster Club.
 - e. Ensure that checks \$200.00 and over are properly signed by two persons (the Treasurer and the President).
 - f. Prepare a financial statement each month, with copies to be distributed to Officers of the Booster Club.
 - g. Arrange an end-of-year audit with the other officers of the HHS Robotics Parents Booster Club.

All officers shall perform the duties outlines in these bylaws and those assigned from time to time.

Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office and shall return to the Treasurer, without delay, all funds pertaining to the office.

ARTICLE VIII

Meetings

1. The Officers of the HHS Robotics Parent Booster Club will determine the date and time of meetings.
2. A simple majority shall decide any issue voted upon. In the event of a tie vote, the President shall be entitled to cast the deciding vote.
3. Meetings shall be open to the public.
4. Members present shall constitute a quorum. A majority vote of members present shall be deemed adequate and acceptable to conducting or transacting business of the Booster Club.

5. The last meeting of the year in May shall be an annual meeting at which time reports shall be received and new officers shall be installed.

ARTICLE IX

Amendments

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Officers, provided that such alterations, amendments, or proposed substitute Bylaws have been read or distributed to all Officers present at the previous regular meeting or such action may be made at a special meeting held at least ten days after the regular meeting at which the reading or distribution was made.

CERTIFICATE OF PRESIDENT

I certify that I am the duly elected and acting President of the **HHS Robotics Booster Club** and these Bylaws constitute the organization's Bylaws. The Bylaws were duly adopted at a meeting of the Officers held on _____, 2009.

Dated: _____

President of the Organization